



Educational Course Application

Storage Tank Contractor Specialties

Environmental Regulatory Services
201 W. Washington Avenue
P.O. Box 7837
Madison, WI 53707-7837
Phone: (608) 266-7874
TDD: (608) 264-8777

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Use this form to request review of an educational course relating to the educational requirements for credentialed individuals (see list below). **Print all information clearly.** **Attach** a detailed explanation of how this course relates to the job responsibilities of the credential(s) area that you are seeking continuing education credit. **Attach** a complete course outline to this application. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject. If submitting a correspondence course, also submit the handout(s) and/or video(s). Send a copy of the completed application form and attachments to the address above at least 30 days prior to the date the course will be offered.

Business Information (if applicable)	Applicant Information (if applicable)
FEIN (Federal Employer Identification Number):	Applicant's Social Security No.:
Business Name:	Applicant's Name (First, Middle and Last):
Division:	Home Address No. & Street or P.O. Box:
No. & Street or P.O. Box:	City, Town or Village, State, Zip + 4 Code:
City, Town or Village, State, Zip + 4 Code:	Country If Other Than United States:
Country If Other Than United States:	Home Telephone No. (include area code):
Telephone No. (include area code):	If available, Home Fax No. (include area code):
If available, Fax No. (include area code):	If available, Home Internet Address:
If available, Internet address:	

Fill in the Course Name/Title:	
Check box if you want a renewal notice sent. <input type="checkbox"/>	Check box if correspondence course. <input type="checkbox"/>
Circle the # of years the course will be held: 1 2 3 4 5 (Commerce reserves the right to reduce the year(s) applied.)	
Check the box in front of the credential categories to which the course listed above should apply.	
FLAMMABLE & COMBUSTIBLE LIQUIDS	INSPECTION
<input type="checkbox"/> Aboveground Tank System Installer Certification	<input type="checkbox"/> Tank System Inspector Certification
<input type="checkbox"/> Underground Tank System Installer Certification	
<input type="checkbox"/> Site Assessor Certification	
<input type="checkbox"/> Tank System Liner Certification	
<input type="checkbox"/> Tank System Remover-Cleaner Certification	

Course Application Content: The Educational Course Application (ERS-9156-A) for Comm 5 and Comm 10 Continuing Education approval requires that the applicant attach a *complete course outline* to the application. Courses for educational credit shall relate to the respective credential's specific field of interest. If a course is viewed by the bureau as primarily a promotion of a specific manufacturer or product, the course application will be denied. The course content must provide an actual training experience. The following is a guide to clarify what the *complete course outline* must contain for the reviewer to evaluate.

1. A list of specific topics to be covered in the program.
2. The total length of the course, and the length of time on each subject (in 1/2 hour increments, i.e. 30 minutes, 60 minutes, 90 minutes, etc.)
3. A statement of program goal(s) and performance objectives achieved in the program.
4. Identification of instructors by topic, along with the instructors specific qualifications in the topic area.
5. Identification of the instructional methods and materials to be used in the course.
6. The evaluation instrument used to assess student achievement of performance objectives.
7. All proposed revisions to previously approved course outlines must be reviewed and approved by the division at least 30 days prior to implementation.

Courses may be divided into short, independent courses so that a participant may receive credit for specific hours attended or completed. For example, a 12-hour course may be divided into four 3-hour courses. Students could attend or complete one course for three hours of credit, two for six hours of credit, etc. If the course is divided into short independent courses, submit a separate Educational Course Application for each part. If the course is a seminar or workshop a person must attend the entire course approved for specific hours of credit, not arriving late or leaving early. For a correspondence course, the course provider must include a list of questions that the student must answer and return to the provider. There should be at least 10 questions per correspondence course hour. If the student answers at least 70% of the questions correctly the provider shall send to the student proof of completion.

Responsibilities of Course Provider: Course providers shall maintain an attendance record of those individuals who have completed the course for at least three years from the date when the course was held. The attendance record shall include the course name, the course identification number, the date the course was held, the name of each attendee, the attendee's social security number, the name of each credential held by the attendee for which the course applies, and the attendee's complete credential number (obtained from their credential card). Course providers are required to provide a WRITTEN ATTENDANCE RECORD TO THE COURSE ATTENDEE AND THE DIVISION within 10 days of the course being held or completed. Distribute the attendee's copy at the course or mail the attendee's copy to their home address. Inform the attendee that a copy of their attendance has been mailed to the division. Send the attendance record for the division to the following address:

BUREAU OF STORAGE TANK REGULATION
ATTENTION: CREDENTIAL ANALYST
PO BOX 7837
MADISON WI 53707-7837

The division provides education course providers with free copies of attendance verification forms that can be filled out by the attendee. Instructions on the form tell the attendee to keep one copy and turn in the other two copies to the course provider. The course provider can then keep a copy and submit the other copy to the ERS Division Credential Analyst. If you would like to use these forms, call the Credential Analyst at (608) 266-7874 and request the desired number of copies of Educational Course Attendance Verification (form ERS-9142-A).

Approved courses: When the course is approved, a letter will be sent to the course provider that will contain the following: the hours of approved credit; the credentials to which the hours of approved credit apply; the expiration date of the course; and a course identification number.

The division may specify different numbers of hours of approved credit for different credentials. It is recommended that hours of credit for the specific credentials be included in advertising for the course. If the course is a seminar the hours of credit for specific credentials included should be posted at the site where the course will be taught. If the course is a correspondence course the information sent to the person should include the hours of credit for specific credentials. The division may make advertising available to the course provider in an appropriate division publication. Please contact the Credential Analyst at (608) 266-7874 for details.

If the renewal notice box is checked on the front of the form, a renewal notice will be sent to the course provider at least 30 days before the expiration date of the course. If a course is not renewed and is held after the expiration date of the course, people who attend or complete the course after the expiration date will not receive continuing education credit.

The division may rescind an approval of an education course for any of the following reasons: false statements made in application, misrepresentation in application, misrepresentation or false statements in course content, falsification of attendance records. The division may rescind an approval of a course at any time, but not less than 30 days prior to the date the course is scheduled to be held or in the case of correspondence courses, the rescission will take effect 30 days after the date of the rescission letter.